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COMMENT:

## CONSTITUTION AND BY-LAWS

### 624 NYE AVENUE TENANTS ASSOCIATION

#### ARTICLE I. NAME

The name of this organization shall be 624 NYE AVENUE TENANTS ASSOCIATION, hereafter referred to as the Association.

#### ARTICLE II. PURPOSE

The purpose of the Association is for the betterment of our living conditions and comfort of all tenants and to represent and grievance tenants complaints

#### ARTICLE III. MEMBERSHIP

The membership of the Association shall be composed of residents residing at 624 Nye Avenue, Irvington, New Jersey. Membership fee shall be \$15.00 annually (1 year) Membership ID will be issued.

#### ARTICLE IV. AFFILIATION

This association shall be a member organization of the New Jersey Association of Public and Subsidized Housing Residents Association.

#### ARTICLE V. MEETINGS

1. Regular meetings of the Association shall be held on the second Monday of the month at 5:00 p.m.
2. Special general meetings of the membership of the Association may be convened by the Association President Executive Board when deemed necessary.

3. If regular meeting nights should fall on a holiday, the meeting will be held on the second Tuesday of the month at 5.00 p.m.
4. Notices for all general meetings of the membership shall be sent to each resident's household at least two (2) days in advance of each meeting.
5. All members of the Tenants Association shall be allowed to vote at a general meeting of the Association.
6. A quorum for general meetings of the Association shall consist of 5 Executive Board Officers. If 5 EBO are not present, the meeting must be rescheduled.

## ARTICLE VI. THE EXECUTIVE BOARD

1. The association shall have an executive board composed of the following:
  - A. President
  - B. Vice President
  - C. Treasurer
  - D. Recording Secretary
  - E. Corresponding Secretary
  - F. Chaplain
2. Executive Board shall hold regular meetings as often as the Board determines, but not less than once each month.
3. Special meetings of the Executive Board may be called by the President or any three (3) members of the Board upon reasonable notice to all members of the board.
4. All meetings of the Executive Board shall be open to membership, except that the Executive Board may exclude members when discussing the business of individual members for removal from the Board for serious disorderly conduct by vote of a majority of all Board Members present, or other business relating to Association matters before presenting to general membership.
5. The Executive Board may exercise the following powers of the membership between general meetings of the membership:
  - A. Make policies for the Association
  - B. Take public positions for the Association
  - C. Adopt resolutions
  - D. Implement programs of the Association
  - E. Establish a budget for the Association
  - F. Control the expenditure of Association funds

- G. Form committees deemed necessary to fulfill the purpose of the Association.
6. A quorum of the Executive Board shall consist of one half (1/2) of its board
7. In the instance of procedural dispute, meeting of the Executive Board shall be governed by Roberts Rules of Order, Newly Revised.

## ARTICLE VII. OFFICERS

1. The officers of the Association shall be:
- A. President
  - B. Vice President
  - C. Treasurer
  - D. Recording Secretary
  - E. Corresponding Secretary
  - F. Sergeant of Arms
  - G. Chaplain
2. The regular term of office for all officers shall be 2 years.

## ARTICLE VIII. DUTIES OF OFFICERS

1. The duties of the President shall be:
- A. To preside over all general meeting of the Association.
  - B. To preside over all meetings of the Executive Board
  - C. To be Chief Officers of the Executive Board.
  - D. To be the chief spokesperson for the Association within the limitations set by the Executive Board.
  - E. To approve all expenditures of Association funds
  - F. To sign those contracts and agreements on behalf of the Association which are approved by the Executive Board.
2. The duties of the Vice President shall be:
- A. To assume the duties and responsibility of the President in his/her absence.  
To represent the President's on issue approved by the Executive Board.
3. The duties of the Treasurer shall be:
- A. To perform duties of the Vice President in the absence of both the President and the Vice President.

- B. To check for the accuracy of and keep all financial records of the Association.
  - C. To make regular financial reports to the Executive Board and members.
  - D. To assist in the preparation of any budget for the Association.
  - E. All money to be deposited in a bank account signed by the Treasurer and President.
- 4. The duties of the Recording Secretary shall be:
  - A. To take and preserve minutes of all meetings of the Association.
  - B. To prepare and oversee the distribution of all notices for general meetings of the Association.
  - C. To notify members of the Executive Board of all meetings of the Executive Board.
  - D. To keep originals or copies of all records of the Association.
- 5. The duties of the Corresponding Secretary shall be:
  - A. To handle all correspondence for the Association that is received outside the Association.
  - B. To perform the duties of the Recording Secretary in his/her absence.
- 6. The duties of the Sergeant at arms shall be:
  - A. To maintain order at all meetings held by the Association.
  - B. To make sure that the membership is recognized by the chair before he/she can take the floor to speak.
- 7. The duties of the Chaplain shall be:
  - A. To meet with the residents.
  - B. Report back to the Executive Board any complaints or concerns of the residents.
  - C. To open meeting in greetings.

## ARTICLE IX. ELECTIONS

- 1. Regular election of the Association shall be held every two years.
- 2. All candidates for the offices listed in Article VII. Section 1 a through f shall be residents of 624 Nye Avenue - at least one (1) month (30 days) prior to the date of the election.
- 3. All general elections shall be democratically conducted in accordance with ELECTION GUIDELINES.

## ARTICLE X. RECALL OF EXECUTIVE BOARD MEMBERS

1. The President, Vice President or any member of the Executive Board may be removed from the offices by the Executive Board and that position declared vacant by the following procedures.
  - A. In the instance the Associated equal in number to ten percent (10%) of the occupied units equal of the of conduct unprofessional, unbecoming to duties of office by petition of 20% of Association residents.
2. The Board member missing three (3) consecutive meetings of the Board without good cause, as determined by the Board, shall automatically be removed from office.

## ARTICLE XI. HOUSE RULES

1. The house rules of the Association shall be drafted and adopted by the membership of the Association.
2. The purpose of the house rules shall be used to protect the health and welfare of the residents residing at 624 Nye Avenue
3. These house rules must be updated every 2 years to meet the needs of the tenant body

## ARTICLE XII. AMENDMENTS

These By-Laws may be amended at any general meeting of the Association by the vote of a two-thirds (2/3) majority of the members present and voting, provided that the advance notice for that particular meeting stated that amendments to the By-Laws would be proposed. The Recording Secretary shall include such a statement in the notice of any upcoming meetings of the Association upon request of two (2) members of the Executive Board.

By Laws made up by 624 Nye Avenue Tenants Committee Revision made on July 2, 1997.

In the presence of:  
Carmella Pace  
Ethel Maddock  
Rosemary Buchanan  
Shirley Sylvain  
Gwendolyn Caldwell  
Lula Gillespie  
Issac Jenkins